

CITY OF FALCON HEIGHTS
City Council Special Workshop
City Hall
2077 West Larpenteur Avenue

MINUTES
June 22, 2026
6:00 P.M.

- A. CALL TO ORDER: 6:00 P.M.
- B. ROLL CALL: GUSTAFSON__X__ MAY__X__
 MIELKE_virtual__ MOGEN__X__ WASSENBERG__X__
- STAFF PRESENT: LINEHAN__X__
- C. POLICY ITEMS:
1. Proposed Changes to 2026 Fee Schedule (6:00 P.M.)

Linehan introduced the proposed fee schedule amendments, noting that rather than bringing changes individually, staff had consolidated several items for efficiency. Additions were indicated with underlines and removals with strikethroughs throughout the document.

Commercial Lot License Fee (Page 6 of the packet): Linehan proposed a \$35 fee for the upcoming commercial lot license, noting it was designed to cover approximately half an hour of staff time per license. He acknowledged this was likely on the low end but was intended to remain fair to Falcon Heights businesses, with the understanding that the fee could be reassessed if administration proved more time-intensive. The commercial lot ordinance itself was not yet ready, as the Planning Commission was scheduled to address the related zoning district question the following evening. The license and its fee would come before the Council on July 8th.

Community Park Facility Rental Fees (Page 11 of the packet): Linehan presented existing rental fees and suggested future determinations should be made for the new Community Park shelter and kitchen, which would begin accepting fall reservations once formally announced. He clarified that renters would receive exclusive use of the shelter, kitchen/servery, and seating underneath, but not the adjacent bathrooms, playground, or splash pad. Access to the kitchen would be secured via a temporary code issued with the reservation. The goal was to keep restrooms accessible to the public throughout the day.

The Council discussed the logistics of same-day "flip" rentals — scheduling a morning and afternoon rental back-to-back — and the cleaning challenges that would create.

Mogen raised the need for a clear, pre-established cleaning plan rather than an ad hoc response, emphasizing that staff should not be scrambling to find public works

personnel after a group departs. He also suggested that cleaning costs should be charged at actual cost rather than capped at the deposit amount, so that a large mess does not simply become a convenient flat fee.

May suggested that a straightforward deposit forfeiture — rather than a tiered schedule of infractions — was the cleaner approach, while also recommending the deposit be set at a level that meaningfully deters negligent cleanup.

Wassenberg suggested contacting Roseville to learn from their shelter rental experience and policies.

Gustafson raised the question of whether to limit rentals to one per day to avoid the logistical burden of turnovers.

Linehan acknowledged that the rental policy had not yet been fully developed, and that the Parks Commission would need to adopt a formal policy addressing all of these operational details. He noted that demand for rentals was already significant, with residents actively inquiring about availability.

The Council concurred that while fees should be set, the underlying policy needed substantially more development before finalization, with a possible August timeline for final adoption.

Administrative Citation Fees for ParkMobile Parking The primary driver of the fee schedule update was the establishment of fees for administrative citations related to non-payment of parking through the ParkMobile app. Linehan explained that the T2 Systems platform would handle much of the back-end processing, including issuing tickets and managing payment workflows. If a vehicle owner did not pay within the initial window, T2 would conduct a license plate lookup to identify the registered owner and send a notice — each step incurring a small additional cost to the city.

The Council discussed at length the appropriate structure and amounts for the citation fine schedule.

Mogen proposed a tiered approach: a modest surcharge for prompt payment, a higher fine if paid within 14 days, and a further escalation if the matter proceeded toward collections or a hearing. He expressed concern that a \$60 fine payable within 14 days — as originally proposed — was high enough that recipients might be inclined to contest the ticket, creating additional administrative burden. He suggested that keeping the initial fine low would encourage prompt voluntary payment.

Wassenberg agreed, noting that given the tight enforcement by parking ambassadors, the rate of unpaid violations would be low, and that the goal should be to make it easy and inexpensive for people to simply pay rather than contest. He suggested the fine, at the early payment tier, should cover the \$25 parking fee plus a reasonable administrative cost — perhaps in the range of \$20 — rather than a punitive amount.

May proposed a structure with a minimal fine if paid immediately upon returning to the vehicle, escalating to a mid-level fine within 14 days, and a higher amount beyond that.

She recommended keeping the tier structure simple — no more than two or three levels — to avoid complexity and disputes.

After discussion, the Council converged on the following general framework for staff to bring back on July 8th:

- Within 72 hours: \$35 plus credit card convenience fee
- Days 3–14: \$60 plus credit card convenience fee
- Days 15–59: \$85 plus credit card convenience fee
- Day 60+: \$100 plus 30% (collections threshold)

Linehan confirmed this approach and noted that the 14-day window aligned with standard administrative citation practice, including the city's existing framework for sheriff-issued citations.

Credit Card Processing Fees: Linehan noted that the City was currently running two credit card processing vendors: AllPaid (in use since approximately 2018–2019), and the newer Payroc, which is specific to iWorQ, used for the city's online permitting system. Staff proposed formally listing both fee structures in the fee schedule, with clear distinctions. The Council accepted this approach and asked that the final version clearly specify which fee applies to building permits versus other transactions.

Other Fee Schedule Notes: Wassenberg flagged that the community garden plot fee entry should be repositioned in the document to avoid confusion with nearby items.

Linehan noted that the City does not currently charge for the resident handbook distributed to new residents, and that the existing fee entry was a legacy item created in case realtors requested bulk copies — a practice that staff confirmed was not actively charged.

The Council was satisfied with this explanation.

Linehan also noted additional fee items in development that were not yet ready for consideration, including a zoning letter/inquiry fee and escrow fees related to anticipated community development activity near the golf course.

The Council directed staff to bring a revised fee schedule — with the administrative citation structure refined, the credit card fee descriptions clarified, and the community park rental policy further developed — for action at the July 8th meeting, with some components potentially returning in August.

2. Coalition for Safe & Stable Communities Phase II Consideration (6:20 P.M.)

Mayor Gustafson summarized a meeting held the prior week in New Brighton, attended by mayors and administrators from approximately 24–26 cities, at which the accomplishments of the Coalition for Safe & Stable Communities Phase I were reviewed

and Phase II was introduced. The group's organizing rationale was to maintain the inter-municipal coalition rather than allow it to dissolve and require reformation should new challenges emerge.

The total Phase II cost to all participating cities is \$30,000 for one year, with Minnetonka holding the contract with the consulting firm Momentum. With 22 of the 26 cities having already committed, Falcon Heights' share would be approximately \$1,200-\$1,500. Gustafson indicated he had tentatively signaled Falcon Heights' likely participation at the meeting.

Wassenberg acknowledged some skepticism about Phase I's outcomes, stating that the listed accomplishments had seemed focused primarily on securing state funding for cities rather than on more substantive organizational or legal efforts at the federal level. He remained open to being convinced of the coalition's value, but asked for more detail on what Phase II would actually accomplish.

Mogen raised concern about the organization becoming a "zombie" — continuing indefinitely without a clear purpose — and asked whether participation provided any meaningful benefit to city administration or staff capacity.

Linehan offered that Phase I had provided real value through centralized information sharing during a period of significant federal uncertainty, bringing elected officials together into a unified regional voice that represented a meaningful share of the state's population. He noted that neither the League of Minnesota Cities nor Metro Cities — the two other organizations Falcon Heights belongs to, at a combined cost of roughly \$14,000-\$15,000 per year — conduct any federal-level advocacy, making this coalition the only vehicle for that function.

For Phase II, Linehan indicated the group's anticipated focus would be election security — specifically, countering narratives at the federal level questioning the integrity of Minnesota elections.

Wassenberg noted the relevance of that focus given recent federal activity around mail-in ballots.

The Council broadly agreed that the cost was modest, the value was reasonable, and participation was appropriate, with the understanding that this was a one-year commitment subject to evaluation before any future renewal.

3. Other Council Topics & Future Agenda Item Discussion (6:40 P.M.)

Linehan identified the following items for upcoming agendas:

- July 8th: Discussion of resident State Fair parking pass policy, to provide direction ahead of the mailing cycle. Staff noted the City was currently operating under the 2025 framework and needed Council direction on any changes.
- July (Budget Workshop 1) and August (additional budget workshops): Scheduled budget discussions.

- Linehan also noted a correction to the current agenda: the CAC review and selection item had been inadvertently referenced in the staff report due to use of an old RCA template, and was not intended to be on this workshop's agenda.

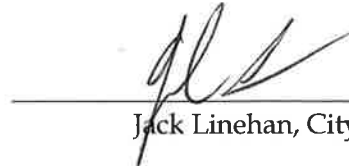
D. ADJOURNMENT: 6:58 P.M.

DISCLAIMER: City Council Workshops are held monthly as an opportunity for Council Members to discuss policy topics in greater detail prior to a formal meeting where a public hearing may be held and/or action may be taken. Members of the public that would like to make a comment or ask questions about an item on the agenda for an upcoming workshop should send them to mail@falconheights.org prior to the meeting. Alternatively, time is regularly allotted for public comment during Regular City Council Meetings (typically 2nd and 4th Wednesdays) during the Community Forum.

Dated this 8th day of July, 2026



Randall C. Gustafson, Mayor



Jack Linehan, City Administrator